



DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 4.4.3	Subject: WASTE DISPOSAL AND PEST CONTROL
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Section 4: Sanitation and Hygiene	Revision Date:
Signature: /s/ by Director Day 6/9/97	Effective Date: Oct. 1, 1997

I. POLICY:

It is the policy of the Department of Corrections to provide a safe, clean, pest-free environment for its staff and offenders, and have in place procedures that will ensure those conditions are maintained on a continuous basis.

II. AUTHORITY:

53-1-203, MCA. Power and Duties of the Department of Corrections.

III. DEFINITIONS:

Garbage and other refuse includes all garbage, rubbish, and other decomposable and non-decomposable solid waste except liquid waste normally discharged into sewers from the facility buildings, residences, and grounds.

Pests are any destructive insects, animal, or vermin that causes annoyance, discomfort or disease.

IV. PROCEDURES:

The control of waste products generated in the process of normal facility operations and of pests and vermin are critical life safety issues in a correctional setting. Liquid and solid wastes from facility operations will be collected, stored, and disposed of in a manner that protects the health and safety of offenders, staff, and visitors and is in compliance with all applicable regulations and statutes. Pests will be controlled through an aggressive program of regular inspection and extermination.

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A. Garbage Disposal:

1. Garbage and other waste disposal services may be provided by the facility, or contracted with the city/county sanitation department or a local private contract.
2. Facility methods of handling and disposing of refuse will be in compliance with the requirements of all local and federal agencies.
3. Trash and rubbish will be collected and removed in such a manner as to avoid creating a menace to health and as often as is necessary to maintain good sanitary conditions.

These collections will meet the following minimum schedule:

- a. Housing units will deliver all trash refuse and garbage to the collection point or compactor on an established schedule.
- b. Food service and industrial or shop waste will be delivered to a compactor or collection area on established schedules, but no less than three times a week.
- c. The facility or refuse contractor will empty refuse containers on a pre-agreed schedule that ensures that odors and excess accumulation of trash will be prevented.

B. Sewage Products:

Treatment of effluent and sewage will be managed in compliance with the applicable requirements of the state agency regulating water pollution control and the Federal Environmental Protection Agency.

C. Pests:

1. The pest control program will be managed by the Safety Officer or designee.
2. Each facility will have a contract with or purchase services from a licensed pest control firm or individual who will be readily available to provide major vermin and pest control services.
3. Minor pest control action such as spraying will be conducted throughout the facility as determined necessary by the Safety Officer or designee.

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4. Inspection of the facility under the pest control program will be conducted monthly by the Safety Officer or designee. Reports of those inspections will be filed with the Chief of Security.
5. Employees are required to report any observation of insects, rodents, or vermin throughout the facility. The Safety Officer or designee will implement corrective action.

D. Burning Trash:

1. Facilities with an open compound are prohibited from burning trash or garbage except in unusual situations. All combustible materials will be handled as normal trash and removed by the facility or contractor.
2. Open burning may be authorized only by the Safety Officer when requested by a department head and will be a rare event authorized in accordance with local or state ordinances.
3. EPA regulations will be followed when open burning is to be performed.
4. These restrictions do not include fires used in cookouts, fireplaces, and similar activities.
5. If approval is given, the Safety Officer or designee will notify and coordinate with the Chief of Security, notify the control center and arrange appropriate safeguards against spread of the fire.

V. CLOSING:

Questions concerning this policy shall be directed to the employee's immediate supervisor.